

APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address Department of Finance & Administration Division of Management Systems 2200 Peachtree Summit 401 W. Peachtree St Atlanta, GA 30308		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed OCT 13 1977 77-409 OCT 24 1977	
4. Person to Contact D. Haire		5. Working Title Methods & Procedures Analyst	6. Telephone Number 586-5260
7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest Latest 1976 Present		9. Records Series Title (followed by title used in office, if different) Standards and Procedures Working Papers File	
10. Division and Office Function What is the function of the Division and the Office in which this record series is created? SEE ATTACHED.			
11. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: the development, routing for approval, distribution, control, and issuance of Authority Policies/Procedures/Guidelines. Included are: Policies, Procedures, Guidelines, (Authority-wide) Departmental Procedures, Distribution Lists, Action Request Lists, Record of Concurrence and Approvals and Control Issuance Slips. File is arranged: Numerically by Policy, Procedure Number, Alphabetically thereunder.			
12. Monthly Reference Rate How often are records referred to which are: One to six months old <u>20</u> ; Seven to twelve months old <u>10</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>0</u> ?			
13. Annual Rate of Accumulation of Records Letter-size drawers <u>2</u> ; Legal-size drawers _____ ; Shelves _____ ; Other (specify) _____			

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X	X	d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
		f. Is the information contained in this series ever published? If yes, attach copy Policies/Procedures, Guidelines
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (for a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

15. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>2</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other Upon revision of Policy/ then,
Procedure/Guideline, remove
obsolete material and destroy.

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

(Indicate briefly rationale for recommendations above/or write additional remarks):

17. APPROVALS

Approved Department Records Management Officer <i>[Signature]</i> 10/8/77 Date	Approved Legal Counsel <i>[Signature]</i> 10/11/77 Date
Approved Division Head/Designee <i>[Signature]</i> 10/10/77 Date	Approved Division of Audit <i>[Signature]</i> 10/11/77 Date
Approved Department Head/Designee <i>[Signature]</i> 10/10/77 Date	Approved Department of Archives and History <i>[Signature]</i> 10-21-77 Date
Approved Records Management Analyst <i>[Signature]</i> 10/7/77 Date	Approved MARTA Management Advisory Committee <i>[Signature]</i> 10-21-77 Date